



MEETING NOTICE & AGENDA

DATE: Thursday, December 21, 2023

TIME: 4:00 P.M.

PLACE: Board of Supervisors Chambers
Yuba County Government Center
915 8th Street
Marysville, California

I. **Call to Order & Roll Call**

Bains (Chair), Blaser, Buttacavoli, Flores, Fuhrer (Vice-Chair), Hudson, Kirchner, and Shaw

II. **Public Business from the Floor**

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

III. **Consent Calendar**

All matters listed under the Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- A. Minutes from the Meeting of November 16, 2023. (Attachment)
- B. Disbursement List for November 2023. (Attachment)
- C. Monthly Performance Report for November 2023. (Attachment)

IV. **Reports**

A. **Surplus Declaration for Disposal of Two Intercity Commuter Buses.** (Attachment)

RECOMMENDATION: Adopt Resolution No. 14-23 declaring certain vehicles to be surplus and authorizing their disposal, as proposed.

B. **Ongoing Information Technology (IT) Support Services Contract Award.** (Attachment)

RECOMMENDATION: Authorize the Executive Director to execute a professional services contract with Alliant Networking Services, Inc. for IT support services, as proposed.

C. NextGen Transit Plan Marketing and Public Outreach Strategy. (Attachment)

RECOMMENDATION: Direct staff as desired.

D. NextGen Transit Staffing Plan Implementation. (Attachment)

RECOMMENDATION: 1) Approval of a revised staffing allocation to include one additional position in the Program Analyst I/II classification; and,

2) Adoption of the revised job description for the Program Analyst I/II classification, as proposed or amended; and,

3) Authorization for the Executive Director to recruit for a Program Analyst I/II, at the current adopted salary range, as proposed or amended.

E. Project & Program Updates.

1. FRAQMD Blue Sky Grant Award
2. SB125 Initial Funding Round
3. NextGen Transit Facility Project

RECOMMENDATION: Information only.

V. Correspondence / Information

VI. Other Business

VII. Adjournment

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, JANUARY 18, 2024
AT 4:00 P.M. AT THE YUBA COUNTY GOVERNMENT CENTER**

If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or by email at info@yubasuttertransit.com at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
NOVEMBER 16, 2023**

I. Call to Order & Roll Call (4:02 P.M.)

Present: Bains (Chair), Gilchrist (for Hudson), Kirchner, Shaw, Vasquez (for Blaser) and Ziegenmeyer (for Flores)

Absent: Blaser, Buttacavoli, Flores, Fuhrer and Hudson

II. Public Business from the Floor

None.

III. Consent Calendar

Director Gilchrist made a motion to approve the consent calendar. Director Vasquez seconded the motion and it carried unanimously.

IV. Reports

A. NextGen Transit Facility Environmental Review Request for Proposals (RFP).

Executive Director Mauk stated the requested action, authorization to release a Request for Proposal (RFP) to hire a consultant to conduct the environmental review and related preliminary engineering for the NextGen Transit Facility. Mauk stated that the environmental work is necessary for approval of the project under CEQA/NEPA, and the solicitation must be a qualification-based recruitment per federal regulations. The draft Scope of Work (SOW) was presented as the basis for the RFP and is also needed for incorporation into a sub-recipient agreement with SACOG for funding the environmental phase of the project.

Mauk stated that additional work was necessary before the release of the RFP, including approval of the SOW from SACOG, work on the cost estimate, and finalization of a draft Professional Services Agreement with the assistance of legal counsel.

Mauk stated that the best-case timeframe for the release of the full RFP would be late November 2023 or early December 2023, with an expected 8-12 week response period, and award recommendation anticipated in February/March 2024.

Director Kirchner made a motion to authorize the release of a Request for Proposal for the attached Scope of Work to complete the Environmental Review and related preliminary engineering of the NextGen Transit Facility project, as proposed. Director Vasquez seconded the motion and it carried unanimously.

B. First Quarter FY 2024 Budget Report.

Mauk referred to the attached breakdown of the budget vs. actuals for the first quarter of FY 2024. Mauk stated the revenue and expenses are generally tracking on budget. Mauk stated that costs increased as of

October 1, 2023, for the operation and maintenance contract with Storer. However, savings from recent service reductions were expected to offset some increased costs.

Mauk stated that fuel is running at approximately 27% of the budget and vehicle service hours are at 26.7% of what was estimated in the budget. Mauk stated that staffing costs typically increase through the remaining quarters due to scheduled staff salary adjustments, increases in benefit costs, and vacation buybacks. Mauk explained that staff would normally like to see 1st quarter staffing costs below budget to date but expects to see savings since IT services will now be contracted out, instead of hiring in-house IT staff.

Mauk reported that some revenue items that have been accrued have not been received, including the LCTOP, FDA section 5307 and 5311, and Local Transportation Funds. Fare revenue should continue as expected into the next quarter, depending on the continuation of the FRAQMD grant funding for the pass subsidy program.

Mauk stated that vehicle insurance costs should increase in the 2nd quarter when we reinstate the three buses leased to YARTS, and the expected delivery of the new Dial A Ride buses.

C. First Quarter FY 2024 Performance Report.

Mauk stated that overall system ridership is up 14% for the period of July 2023 – September 2023, coupled with vehicle service hours up 8%, which indicates an increase in overall productivity of 5% system wide. The exception is Dial-A-Ride, for which ridership only increased 4% and vehicle service hours increased 36%, indicating a loss of efficiency. Mauk stated that staff and the contractor are actively monitoring and addressing this issue.

Mauk stated that local fixed route ridership was up over 15,000 trips during the 1st quarter, and Sacramento Commuter ridership and passengers per vehicle service hours were up 10%.

D. Project & Program Updates.

1. FRAQMD Finance Committee Recommendation for Blue Sky Grant Awards

Mauk stated that Yuba-Sutter Transit submitted a \$100,000 application for the 2023 FRAQMD Blue Sky grant to continue the discount monthly pass program for youth, seniors, and persons with disabilities, for one more year. The FRAQMD Finance committee met on November 7th to hear their staff's recommendation for award, and the program was over prescribed. However, FRAQMD staff identified additional funds, increasing the available amount from \$120,000 to \$165,000, and Yuba-Sutter Transit was recommended for an award of \$98,000. Mauk reported that the FRAQMD Board will hear the committee's recommendation on December 4th.

2. Annual Unmet Transit Needs Hearing Results

Mauk reported that the annual regional Unmet Transit Needs Hearing, as required by State Transportation Development Act regulations, was held virtually on October 23rd and the Yuba-Sutter in-person meeting was held on October 25th with no public testimony at either. Mauk stated that SACOG has received 2 emails, one email stating that the 4A and 4B need to run later, and one email stating Plumas Lake needs more school transportation. Neither of these comments constitute an unmet transit need.

Mauk stated that the Joint Social Services Transit Advisory Committee meeting is scheduled for Monday, December 4th and SACOG staff planned to provide a summary of all comments applying to the Yuba and Sutter area at least one week prior.

3. Sikh Parade Shuttle Report

Mauk reported that Yuba-Sutter Transit provided 19 of 22 low-floor vehicles and 3 cutaways for service on the 2023 Sikh Parade Shuttle. Mauk stated that 224.25 vehicle service hours were provided, and 45 contractor personnel worked the service, resulting in 416 man-hours. Four administrative staff also participated. Mauk stated that the service is publicized as running from 8am to 6pm, but the first bus left full at 7:21am from River Valley High School (RVHS), and the last bus returned almost full at 6:15pm. Staff recorded 443 round trip loops and estimates 25-30K passenger boardings. Mauk stated that riders reported wait times exceeded 45 minutes and at peak, the line at RVHS stretched through the faculty parking lot almost to El Margharita.

Mauk stated he attended the post-event meeting on November 15th, and staff had already provided written post event notes to incident command staff, event representatives, and the traffic control contractors.

4. Caltrans Binney Junction Project Phase 2 Easements

Mauk reported that the design plans were recently provided to Transit, and they appear to address all stated concerns with project design. Caltrans has obtained initial approval from the Yuba County Airport for a lease extension or new lease agreement for the overflow parking for the Phase 2 construction timeline (September 2024 through December 2026). Pending written confirmation of the lease agreement with the Airport, the staff intends to work with Caltrans and legal counsel to draft the new Phase 2 Temporary Construction Easements and permanent Easement agreements for Board review and approval as early as December.

5. Caltrans I-5 Managed Lanes Project VMT Mitigation (Letter of Intent)

Mauk stated that Caltrans is looking to partner with transit operators in the Sacramento region to fund traffic mitigation projects to offset the increased vehicle miles traveled from their proposed I5 Managed Lanes Project. Mauk stated that it is very early in the process with Caltrans, and the attached letter simply states our willingness to continue the conversation with Caltrans regarding potential projects. Mauk said it does not represent any specific project or funding commitments and the earliest for a potential agreement would be 2026, with a projected start date of 2032.

6. NextGen Facility Funding Update – Richland Housing Project Grant

Mauk stated that a significant amount of funding for the NextGen Transit Facility is derived from an \$8.5 million grant from the Affordable Housing Sustainable Communities program that was submitted in partnership with the Housing Authority and the project developers. The project is Richland Village which is a \$75 million project for 176 affordable housing rental units in Yuba City. Staff met with project representatives from the Housing Authority and developers on November 9th for a project update. The grant sunsets on April 30, 2028, so even though not all funding has been secured and Transit does not have a funding agreement in place, there is sufficient time. Mauk reported that the project managers anticipate going back to the Yuba City Council soon seeking additional funds for the project.

V. Correspondence / Information

None.

VI. Other Business

- A. Mauk reported that on November 16, 2023, former Executive Director Keith Martin was receiving the Distinguished Service Award from the California Transit Association at their annual conference in Pasadena, CA.

Director Bains noted that the award is well deserved, and the Board wants to extend their congratulations.

- B. Mauk provided reminders that there is no service on the upcoming Thanksgiving holiday, the Friday after Thanksgiving is also a commuter service and office holiday, and the next Board meeting is scheduled for December 21st with a full business agenda planned.

VII. Adjournment

The meeting was adjourned at 4:33 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY DECEMBER 21, 2023, AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.

**AGENDA ITEM III - B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF NOVEMBER 2023**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 8,271.78	CALPERS HEALTH	HEALTH INSURANCE
EFT	\$ 4,488.06	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 729.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 49,630.62	PAYROLL	PAYROLL
EFT	\$ 1,651.55	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 36.89	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - OCTOBER 2023
EFT	\$ 319.38	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 4,217.02	PG&E	ELECTRIC #1 10/12/2023 - 11/09/2023
EFT	\$ 54.70	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS - NOVEMBER 2023
EFT	\$ 64.22	PG&E	GAS - OCTOBER 2023
EFT	\$ 415.66	COMCAST BUSINESS	INTERNET SERVICES - NOVEMBER 2023
EFT	\$ 389.29	COMCAST BUSINESS	TELEPHONE SERVICES - NOVEMBER 2023
EFT	\$ 12,137.57	RAMOS OIL COMPANY	BUS FUEL - GAS 10/11/2023 - 10/31/2023
EFT	\$ 5,893.78	RAMOS OIL COMPANY	BUS FUEL - GAS 11/1/2023 - 11/10/2023
EFT	\$ 100.00	DAVID SHAW	BOARD MEETING 11/16/2023
EFT	\$ 100.00	KARM BAINS	BOARD MEETING 11/16/2023
EFT	\$ 100.00	WADE KIRCHNER	BOARD MEETING 11/16/2023
EFT	\$ 470.00	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES 10/17/2023 - 11/15/2023
EFT	\$ 430.00	RICH, FUIDGE, BORDSEN & GALYEAN, INC	LEGAL SERVICES 9/18/2023 - 10/15/2023
EFT	\$ 333.41	MACQUARIE EQUIPMENT CAPITAL INC	COPY MACHINE RENTAL - OCTOBER 2023
EFT	\$ 98.59	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS
EFT	\$ 238.83	UTILITY MANAGEMENT SERVICES	SEWER - NOVEMBER 2023
EFT	\$ 221.60	PRIMEPAY	PAYROLL FEES - OCTOBER 2023
EFT	\$ 134.67	ELAVON	MERCHANT SERVICE FEE - NOVEMBER 2023
18613	\$ 191.87	ADVANCED DOCUMENTS CONCEPTS	COPY MACHINE CHARGES - OCTOBER 2023
18614	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL OCTOBER 2023
18615	\$ 425.00	CALIFORNIA TRANSIT ASSOCIATION	REGISTRATION FEE FOR 2023 FALL CONFERENCE
18616	\$ 7,236.00	DIAMOND MANUFACTURING INC	4 FARE BOXES FOR DR BUSES
18617	\$ 178.12	FRANCOTYP-POSTALIA INC	POSTAGE RENTAL 10/13/23 - 1/12/24
18618	\$ 28,654.61	HUNT & SONS INC	BUS FUEL - DYED DIESEL
18619	\$ 167.96	KEITH MARTIN	REIMBURSEMENT - AIRFARE TO CTA FALL CONFERENCE
18620	\$ 476.44	LANDA & SONS GLASS INC	REPLACE GLASS PANEL AT HABITAT FOR HUMANITY D & 2ND ST
18621	\$ 1,100.00	RC JANITORIAL	JANITORIAL SERVICES - OCTOBER 2023
18622	\$ 402.63	SC FUELS	DEF FLUID
18623	\$ 55.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - NOVEMBER 2023
18624	\$ 497,603.39	STORER TRANSIT SYSTEMS	CONTRACT SERVICES & VEHICLE INSURANCE - 9/2023
18625	\$ 535.00	STREAMLINE	WEBSITE SERVICES - NOVEMBER 2023
18626	\$ 1,670.20	T-MOBILE	WIFI SERVICES - OCTOBER 2023
18627	\$ 885.00	TECHOLOGY UNLIMITED	ANNUAL SERVICE AGREEMENT FOR COIN SORTER
18628	\$ 1,585.99	TEHAMA TIRE SERVICES INC	TUBES/TIRES
18629	\$ 1,945.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES - DECEMBER 2023
18630	\$ 100.00	ANDY VASQUEZ	BOARD MEETING 11/16/2023
18631	\$ 1,550.00	APEX PRESSURE WASHING	PRESSURE WASHING FOR 12 SHELTERS
18632	\$ 2,582.14	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - OCTOBER 2023
18633	\$ 26,783.45	HUNT & SONS INC	BUS FUEL - DYED DIESEL
18634	\$ 203.10	KEITH MARTIN	REIMBURSEMENT - EXPENSES FOR CTA CONFERENCE
18635	\$ 310.00	LAMAR ADVERTISING	COMMUTER BUS ADS
18636	\$ 23.71	LISA O'LEARY	VISION REIMBURSEMENT - SO
18637	\$ 1,151.69	MATTHEW MAUK	REIMBURSEMENT - EXPENSES FOR CALACT CONFERENCE
18638	\$ 100.00	MICHAEL ZIEGENMEYER	BOARD MEETING 11/16/2023
18639	\$ 1,646.55	QeEST	MAINTENANCE OF BUS STOPS/SHELTERS - 10/23
18640	\$ 653.27	QUILL CORPORATION	JANITORIAL SUPPLIES - PAPER TOWELS, TOILET PAPER & SOAP
18641	\$ 2,814.80	RICHALL ELECTRIC CO	FACILITY SERVICES - REPLACE LIGHTS
18642	\$ 1,108.56	SC FUELS	DEF FLUID
18643	\$ 565.47	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES - DECEMBER 2023
18644	\$ 800.23	SMART MARKETING & PUBIC AFFAIRS	PRINTING SACRAMENTO COMMUTER BROCHURES
18645	\$ 100.00	STUART GILCHRIST	BOARD MEETING 11/16/2023
18646	\$ 79.86	SUTTER COUNTY LIBRARY	CONNECT CARD SALES COMMISSION - OCT 2023
18647	\$ 7,380.40	TEHAMA TIRE SERVICES INC	TUBES/TIRES
18648	\$ 19.10	YUBA COUNTY ADMINISTRATIVE SERVICES	SECURITY SERVICES FOR 9/21/2023 BOARD MEETING
	\$ 681,786.16		

**LAIF
TRANSFERS**

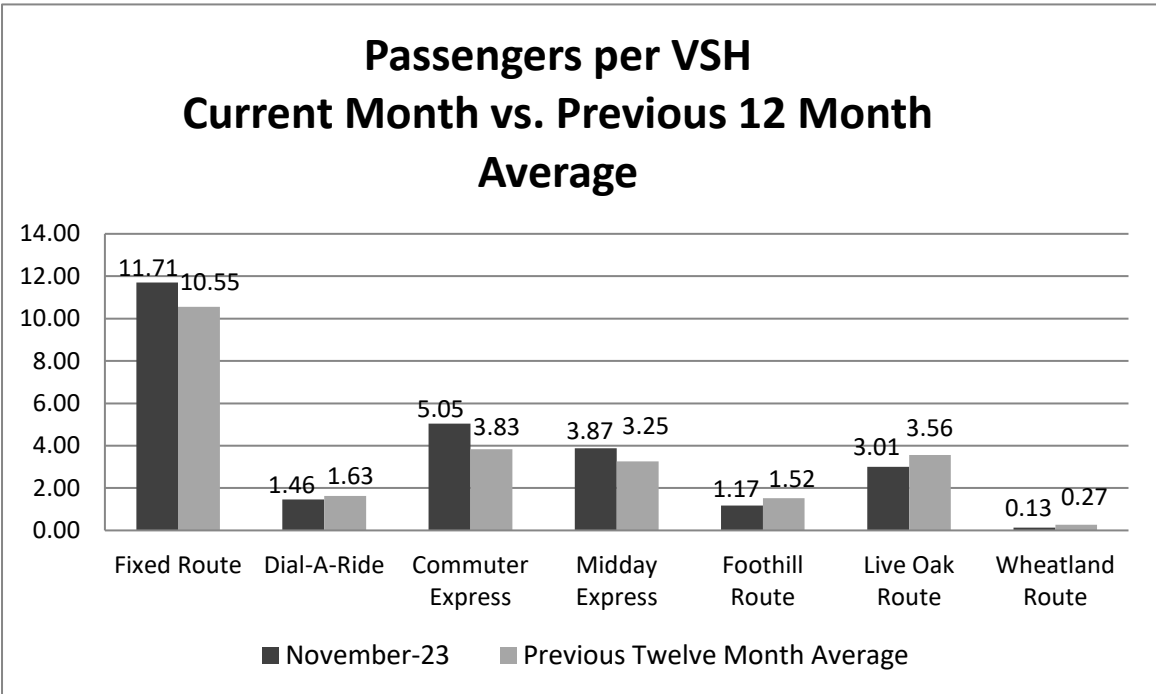
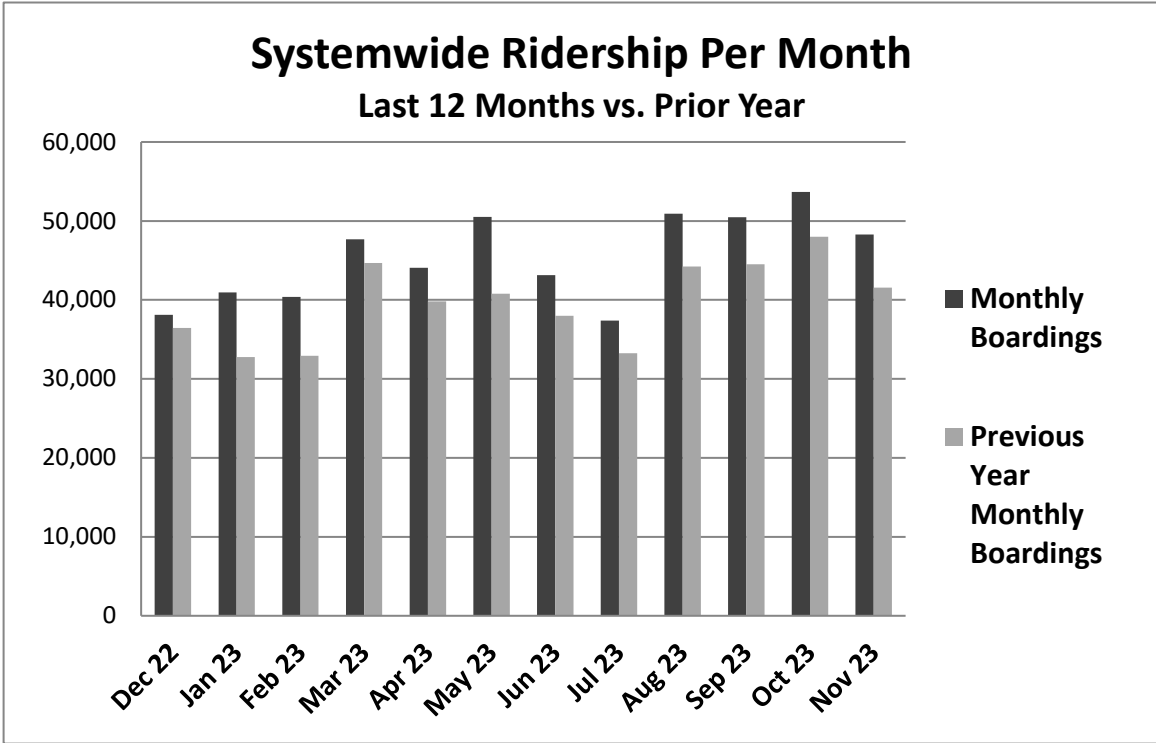
11/6/2023 \$ 550,000.00 TRANSFER FROM LAIF TO CHECKING

AGENDA ITEM III - C

NOVEMBER 2023 PERFORMANCE REPORT

Ridership:	November-23	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Fixed Route	42,290	38,572	207,986	181,363
Dial-A-Ride	2,334	2,580	12,746	12,150
Commuter Express	2,893	2,794	15,023	13,754
Midday Express	392	520	2,568	2,370
Foothill Route	105	131	756	560
Live Oak Route	262	290	1,538	1,268
Wheatland Route	7	13	76	80
Total Ridership:	48,283	44,901	240,693	211,545
Vehicle Service Hours:				
Fixed Route	3,612.19	3,656.37	18,424.59	18,342.24
Dial-A-Ride	1,599.55	1,583.76	8,582.68	6,373.00
Commuter Express	573.26	729.80	3,577.19	3,612.22
Midday Express	101.24	159.81	739.83	800.30
Foothill Route	89.94	86.09	435.84	423.31
Live Oak Route	87.12	81.40	433.53	377.66
Wheatland Route	53.13	47.66	242.14	246.10
Total VSH's:	6,116.43	6,344.89	32,435.80	30,174.83
Passengers Per Hour:				
Fixed Route	11.71	10.55	11.29	9.89
Dial-A-Ride	1.46	1.63	1.49	1.91
Commuter Express	5.05	3.83	4.20	3.81
Midday Express	3.87	3.25	3.47	2.96
Foothill Route	1.17	1.52	1.73	1.32
Live Oak Route	3.01	3.56	3.55	3.36
Wheatland Route	0.13	0.27	0.31	0.33
Total Passengers Per VSH:	7.89	7.08	7.42	7.01

NOVEMBER 2023 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

SURPLUS DECLARATION FOR DISPOSAL OF TWO INTERCITY COMMUTER BUSES

Since July 2018, Yuba-Sutter Transit has operated a fleet of thirteen (13) heavy-duty intercity commuter buses for exclusive use on the Sacramento Commuter and Midday Express service. At the peak of this service (through April 2020) ten (10) of these buses were required to be in operation each weekday with the remainder used as spares. In response to the severe reduction in commuter ridership that resulted from the COVID-19 pandemic, two morning and two afternoon commuter schedules were suspended effective May 2020. While ridership has since improved significantly, average weekday ridership continues to be only about 30% of the pre-pandemic level. As a result, effective November 1st, two additional morning and afternoon commuter schedules along with one midday schedule were eliminated and the earlier schedule suspensions were made permanent.

As a result of these service reductions, just six commuter buses are now required to be in operation each weekday for the Sacramento service. However, the NextGen Transit Plan that was adopted in May 2023 assumed the use of at least one commuter bus (possibly two depending on demand and available funding) would be used for the proposed Roseville service that is now expected to commence in August 2024. This would result in a need for up to eight commuter buses each weekday for the combined Sacramento and Roseville services. As shown in the table below, three of the thirteen MCI buses have now reached their designed useful life of twelve (12) years or 500,000 miles.

<u>Fleet Number</u>	<u>Model</u>	<u>Mileage (As of 12/11/23)</u>
5701	2010	517,073
5702	2010	529,233
5703	2010	483,817

While the long-range capital plan that was adopted in June 2023 did anticipate the surplus of all three of these buses, one (5703) was repowered in April 2022 at a cost of approximately \$45,000 and it continues to have substantial life with the lowest mileage of the three and just 54,000 miles on the new engine. To maintain near-term fleet flexibility going forward to address either the use of two buses on the Roseville service and/or the need for additional Sacramento service should ridership jump significantly, staff is now recommending the disposal of the other two 2010 model buses (5701 and 5702) at this time. In addition, there is little cost to retaining the third bus as disposal will initially save only the current insurance cost of \$547 per month per bus and the auction value would certainly exceed \$5,000 above which 88.5% of the proceeds must be returned to the federal funding agency based on their share of the purchase price. In any event, the proceeds/savings that would accrue to Yuba-Sutter Transit would likely be dramatically less than the replacement cost for one of these high value buses to further justify retaining 5703 in the fleet at least for the foreseeable future.

Assuming Board authorization to surplus at least two of these 2020 model buses, staff will conduct the sale through an on-line government equipment auction service that Yuba-Sutter Transit has used before for this purpose. While this would be the first sale of such a class of bus, staff would recommend that the minimum bid be set at \$5,000 per unit with any sales proceeds to be used to off-set the cost to prepare the buses, advertise, and manage the sale as anything higher will be largely transferred to the federal funding agency. As with any surplus sale, there is a cost to retaining these vehicles, so a quick sale is more important than getting top retail value.

Staff will be prepared at the meeting to discuss the surplus vehicle process in detail.

RECOMMENDATION: Adopt Resolution No. 14-23 declaring certain vehicles to be surplus and authorizing their disposal, as proposed.

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 14 – 23

SURPLUS DECLARATION FOR DISPOSAL OF TWO INTERCITY COMMUTER BUSES

WHEREAS: *The Yuba-Sutter Transit Authority is the owner of two 57 passenger 2010 model Motor Coach Industries (MCI) intercity commuter buses (D4500 Series) that have been used in continuous service since May 1, 2010; and,*

WHEREAS: *These two buses have surpassed their useful life as revenue vehicles and are no longer needed by Yuba-Sutter Transit for that purpose effective January 1, 2024, or as soon as possible thereafter; and:*

WHEREAS: *The fleet and vehicle identification numbers of the subject vehicles are as follows:*

<u>Fleet Number</u>	<u>Make</u>	<u>Vehicle Identification (VIN)</u>
5701	MCI D4500	1M8PDMEA5AP059387
5702	MCI D4500	1M8PDMEA7AP059388

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby declare that the vehicles identified above are surplus property and authorize the Executive Director to dispose of said vehicles under specified terms and conditions established by the following vote:

Ayes:

Noes:

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT A REGULAR MEETING HELD ON DECEMBER 21, 2023.

Chairman of the Board

ATTEST:

Lisa O'Leary
Secretary to the Board of Directors

Date

AGENDA ITEM IV – B
STAFF REPORT

ONGOING INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES CONTRACT AWARD

Background

The adopted Yuba-Sutter NextGen Transit Plan (Plan) includes operational, capital, financial, and staffing recommendations to address the current and future transit needs over a five to ten-year planning horizon. The Plan calls for significant modernization of services and deployment of new technologies, particularly for scheduling, dispatching, and vehicle tracking software applications to support the proposed, local on-demand services. To ensure successful deployment of these critical, new technologies and the needed level of ongoing support for operations, the Plan recommended adding a staff position dedicated to Information Technology (IT). Considering the high costs of recruitment, hiring, and ongoing labor associated with adding an in-house “Technology Manager” position, staff recommended the alternative approach of releasing a Request for Proposals (RFP) seeking a qualified private firm capable of supporting the agency’s full range of IT needs. The Board approved staff’s recommendation at their September 2023 meeting and RFP #09-23 for Information Technology support services was publicized on September 25, 2023.

Yuba-Sutter Transit currently contracts with Alliant Networking Services for IT support under an agreement originally executed in 2018 and extended on a month-to-month basis beginning in May 2023. The current contractor was selected following a competitive solicitation and has served the agency’s IT support needs satisfactorily to date.

Discussion

Four proposals were received from the following firms in response to the IT support services RFP:

- Adept Solutions, based in Yuba City, CA
- Alliant Networking Services, Inc., based in Yuba City, CA
- Apex Technology Management, Inc., based in Redding, CA
- MSys Inc., based in Washington D.C.

The analysis of the prospective firms began with a comprehensive review of all the written proposals. Proposals were evaluated independently by an internal, three-member evaluation committee based on the following four primary criteria provided in the RFP:

- Technical qualifications of the firm
- Experience of the project team and key staff
- Project understanding and methodology
- Cost

The evaluation committee independently rated the written proposals from the three firms considered responsive and capable of providing the needed level of support, including Adept Solutions, Alliant Networking Services (the incumbent firm), and Apex Technology Management. Given the completeness of the written proposals, in-person interviews were not deemed necessary, but staff did solicit some minor clarification of proposed services and pricing structure from the finalists.

While all three finalists were considered well qualified and capable of meeting the requirements of the RFP, the evaluation committee determined that Alliant Networking Services, Inc. (Alliant) should be awarded the contract as representing the best overall value for meeting Yuba-Sutter Transit's current and future IT support needs.

Alliant is a small, but well-established local firm with experience with both public agencies and private companies. Alliant's proposal was scaled appropriately, and the base service plan will provide the level of day-to-day assistance needed, including support of servers and workstations, cyber security management, deployment and maintenance of IT equipment on buses, and project related support for other IT infrastructure. Pursuant to the RFP, the contract would be for three years with two one-year extension options. Alliant's cost proposal was the least expensive overall, including a base monthly cost of \$2,150 (\$25,800 annually) with no start-up fees. Special projects and after-hour support would be authorized as needed and billed separately at reasonable rates. Based on the quoted rates and staff's estimate of up to 300 total hours of additional out-of-scope work, the maximum value for the base three-year contract is estimated at \$137,400.

Staff is now recommending the selection of Alliant Networking Services, Inc. for Yuba-Sutter Transit's ongoing IT support services, under the proposed terms and conditions of RFP #09-23 and Alliant's Technical and Cost Proposals dated November 6, 2023, and authorization to execute a professional services contract with Alliant Networking Services, Inc. for a base amount not to exceed \$137,400, subject to legal counsel approval. Staff will be prepared at the meeting to discuss the proposals, scoring process and the overall project scope in detail.

RECOMMENDATION: Authorize the Executive Director to execute a professional services contract with Alliant Networking Services, Inc. for IT support services, as proposed.

AGENDA ITEM IV – C
STAFF REPORT

NEXTGEN TRANSIT PLAN MARKETING AND PUBLIC OUTREACH STRATEGY

Background

The NextGen Transit Plan (Plan) was adopted in May 2023 to guide the development and implementation of Yuba-Sutter Transit's public transportation services through 2027 and beyond. While work has already started on the initial phases of the Plan, several major service recommendations have yet to be deployed. Included in the Plan for the next four years, is the phasing out of multiple local fixed routes and rollout of new, replacement on-demand services; deployment of new service from Yuba County to Roseville; and development of volunteer transportation initiatives in the more rural portions of the service area. To facilitate some of the major service model changes, the Plan also recommends deployment of critical, passenger facing technology. While the plan does not include a recommendation for fare increases in the near term, it does suggest that restructuring of existing fares and future fare increases may be necessary depending on a variety of factors. In addition, it is anticipated that the Connect Card regional electronic fare payment system will be upgraded to include new hardware/software and open payment capabilities, potentially affecting passenger's daily interaction with the system.

These issues present vital opportunities and potential challenges for Yuba-Sutter Transit in terms of marketing and communications with riders and stakeholders over the coming years. As some routes are replaced, new service models are launched, and service expanded into new areas, it will also be an important opportunity to rethink the existing brand and employ new marketing strategies. An effective marketing and community outreach strategy addresses diverse target markets, from community leaders to the individuals who ride the bus. A key principle of transit marketing is to understand the needs and concerns of each of these groups and how public transportation can benefit them. This allows you to communicate in a way that will have an impact.

Discussion

In marketing Yuba-Sutter Transit's planned service improvements, the agency will need to communicate effectively with and garner support among current riders, potential riders and non-riders or stakeholders. Through effective marketing and outreach efforts, these individuals will potentially become aware of the system, know what it does and how it works, be prepared for the upcoming changes, and have a positive image of the system. The following outlines staff's recommended approach for addressing the outreach and marketing needs for Fiscal Years 2024 through 2027 and full rollout of the NextGen Transit Plan:

Phase 1 – Staffing and Procurement of Professional Services: Developing and implementing a transit marketing program is an intensive effort that will need the support of qualified consultants, agency and contractor staff, as well as everyone in the system. To that end, staff endorses the recommendation in the NextGen Transit Plan to add internal staff to increase the agency's capability to expand and then maintain the level of public engagement necessary to foster successful deployment of the Plan. A detailed discussion of this recommendation is provided in a separate item elsewhere on this meeting agenda.

In addition, staff recommends procurement of services from a qualified consulting firm to help fully develop and implement a marketing plan that builds on the recommendations in the Plan. An expediated option for securing the necessary consultant support is utilization of the State of California Multiple Award Schedule (CMAS) contracting procedures. Public Contract Code authorizes local government agencies to acquire non-IT services

by leveraging Department of General Services (DGS) agreements and pricing without competitive bidding. Local agencies do not pay DGS an administrative fee to place orders against a CMAS. With Board direction, staff will work with legal counsel to pursue offers from qualified CMAS contractors for marketing consulting services. Execution of any prospective professional service contracts will be subject to Board approval in accordance with procurement policies and regulations.

Phase 2 - Development of Objectives and Strategies; Development of a plan will help define the objectives of the transit program changes and how they will be deployed and marketed. It will serve as a roadmap that identifies where we want to be, and how we plan to get there. In addition, preparing a plan will promote confidence in marketing decisions and encourage buy-in from internal and external stakeholders.

Phase 3 - Implementation; The strategies used to promote public transit can be as varied as the groups being targeted. Some are fundamental to transit marketing, such as consistent branding and effective passenger materials and others are important once the essential items are in place. The following list of strategies is not exhaustive, but rather represents the major communications and branding initiatives recommended in the NextGen Transit Plan as well as staff's ideas to build awareness and image, leverage system enhancements to build support, and ultimately increase ridership among targeted groups:

- Refresh of branding and sub-branding of new services
- Updated logo, passenger materials, and bus stop signage
- Website redesign and development
- Formation of an ongoing citizen/stakeholder advisory group
- Public engagement calendar (highlighting outreach efforts, program accomplishments, technological advances, and capital improvements)
- Public speaking/gatekeeper outreach effort (targeting community leaders/decision makers, social service coalitions or staff meetings, civic organizations, business/employer groups)
- Advertising in print media and on transit facilities/buses
- Fare incentive programs
- Joint marketing opportunities/partnerships
- Social media engagement

Staff is now seeking Board direction and input and will be prepared to discuss the proposed marketing and community outreach strategies in detail at the meeting.

RECOMMENDATION: Direct staff as desired.

AGENDA ITEM IV – D
STAFF REPORT

NEXTGEN TRANSIT STAFFING PLAN IMPLEMENTATION

Background

The Yuba-Sutter NextGen Transit Plan (Plan) that was adopted on May 18, 2023, includes several operational, capital, financial, and staffing recommendations to address current and future transit needs over a five to ten-year planning horizon. While the Plan is envisioned to serve as the local blueprint for near-term transit service development and operations, the listing of an alternative in the Plan does not guarantee implementation. The intent is a phased approach and that each alternative be subject to further evaluation prior to final approval and implementation.

As discussed in the Plan's Staffing Analysis and Recommendations, the Yuba-Sutter Transit Authority has operated effectively with a "fairly lean" number of staff since its creation. However, the Plan calls for significant changes to existing service models and recommended that the administration evaluate its staffing to ensure successful implementation, public outreach, and marketing of the service initiatives. Given the small staff and the increased demands, the Plan makes the case for two new, full-time positions dedicated to the areas of Information Technology (IT) support and Community Outreach. As discussed elsewhere in this agenda, the Board previously approved a management recommendation to continue to contract for the ongoing IT support services in lieu of hiring internal staff for that function.

The Yuba-Sutter Transit Authority commissioned its first comprehensive organizational Classification and Compensation Study (Study) in 2022. The classification review portion of the Study resulted in the development of new or revised class specifications and job descriptions for all five positions in the agency. In addition to the job description updates, the consultant recommended the elimination of the existing Program Manager I/II classification in favor of two new, exempt management classifications and a revised staff salary schedule for all positions, reflecting both equity and cost-of-living adjustments. Based on the results of the Study, the Board adopted all the recommendations through a series of actions between January and March of 2023.

Discussion

The Community Outreach Coordinator position, as envisioned in the NextGen Transit Plan, is described as follows: "This is a coordinator level position that develops internal and external marketing to promote Yuba-Sutter Transit and would be entrusted with creating and maintaining working relationships and ongoing communications with media outlets, partner agencies, state, local, and federal officials, and other key stakeholders in support of the transit system and multimodal initiatives. The position would advocate for customers and ensure accurate and timely information is available across all communications platforms." The Plan goes on to list several key responsibilities and essential functions related to increasing public awareness, support, and utilization of the system as existing services are changed and new services are fully developed and implemented.

Recognizing the existing staff workloads and the significance of the various NextGen Transit Plan projects that are intended for deployment in the coming years, staff is seeking authorization to execute the Plan's recommendation to add a full-time staff person. This addition would bring the agency's non-executive employee count to five and grow its capacity to support increased public outreach and marketing activities. However, it is staff's assessment that creation of a separate job classification solely for a public outreach coordinator would

unnecessarily limit the scope of the position, and that there is sufficient overlap with the duties of the existing Program Analyst I/II job classification to justify an alternative approach.

The current Program Analyst I/II position requires a similar level of ability and experience as would be expected from a candidate for the community outreach position discussed in the Plan, and the Program Analyst I/II job description already includes general public outreach and marketing duties as well as specific focus areas in Finance and Operations. With the recommended action, staff proposes adoption of an updated job description for the Program Analyst I/II classification which shifts some existing general tasks and incorporates additional public outreach duties in a Community Outreach specific assignment description. This simpler approach of adding a position, rather than an entirely new job classification, works to maintain parity within the organization and allows management flexibility to hire, cross train, and utilize staff with various skill sets to the maximum benefit of the Authority as its needs evolve.

Attached for Board review and consideration is a redline version of the Program Analyst I/II job description, which includes additional details in a Specific Assignment for Community Outreach and corresponding additions to the desired qualifications. These changes are intended to address the increased public outreach and marketing duties associated with the NextGen Transit Plan initiatives. As proposed, there would not be any adjustment needed to the recently adopted salary schedule for the Program Analyst I/II classification.

Depending on the candidate's hiring level and step, and assuming a March 2024 start date, staff estimates the current fiscal year (FY) salary cost of this position to range from \$20,000 to \$24,000, and a total budget impact, including salary and benefits of less than \$40,000. These amounts are within the allowances included in the adopted FY 2024 Budget. If authorized, staff will work with Sutter County Human Resources to help facilitate the recruitment process.

Staff is now requesting Board action to add a Program Analyst I/II position to the Authority's staffing allocation, adoption of the attached revised job description, and authorization to recruit for the new position. Staff will be prepared at the meeting to discuss these recommendations in detail.

RECOMMENDATION:

- 1) Approval of a revised staffing allocation to include one additional position in the Program Analyst I/II classification; and,
- 2) Adoption of the revised job description for the Program Analyst I/II classification, as proposed or amended; and,
- 3) Authorization for the Executive Director to recruit for a Program Analyst I/II, at the current adopted salary range, as proposed or amended.

YUBA–SUTTER TRANSIT AUTHORITY

PROGRAM ANALYST I

PROGRAM ANALYST II

~~Effective~~ Proposed July 1 ~~December 21,~~ 2023

DEFINITION

To perform a variety of routine to moderately complex professional level analytical work in support of the Authority's programs and activities in assigned areas, such as accounts payable and/or receivable, contract monitoring and compliance, grants management ~~and reporting~~, marketing and community outreach, data collection, ~~management~~ and reporting, and/or short and long range transportation planning; to provide support for a variety of special projects; and to provide technical and administrative support to the Executive Director and management team. Incumbents may be assigned to any combination of assignments.

DISTINGUISHING CHARACTERISTICS

Program Analyst I – This is the entry level in the Program Analyst series. This class is distinguished from the II level by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Program Analyst II – This is the journey level class within the Program Analyst series and is distinguished from the I level by the assignment of the full range of specialized duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the Authority's operating procedures and policies. Positions in this class are normally flexibly staffed and filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Program Analyst I

Receives general supervision from the Executive Director or an assigned manager.

Program Analyst II

Receives direction from the Executive Director or an assigned manager.

FAIR LABOR STANDARDS ACT (FLSA) STATUS

A non-exempt position and eligible for overtime.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

General Assignments:

Serves as a primary public contact for the office by answering phones, greeting visitors, and answering basic transit questions or directing inquiries to the appropriate resource; ~~receives~~ Receives, researches, and responds to sensitive and/or complex customer complaints.

Processes electronic fare card orders and ticket sale requests, including determining eligibility, from both the public and outside agencies; monitors and maintains inventory of bus tickets and electronic fare cards; processes and produces photo identification cards.

~~Assists in the development, coordination, preparation and distribution of marketing materials including printed brochures, advertising campaigns, website content, and other outreach materials; participate in community outreach activities; maintains agency website and social media pages.~~

~~Represents the Authority at community events and conduct presentations to the community about services in person and remotely.~~

Assists in the documentation, tracking, and management of transit services and assets including physical inventory, reconciling ~~inventory~~ counts to administrative records, researches and corrects errors, analyzes ~~the inventory~~ reports for accuracy.

Assists management with procurement; solicits ~~fuel~~ bids; coordinates the selection and maintenance of office equipment (printers and copiers).

Assists in the preparation, analysis, and submission of required financial and operational reports related to the administration of routine, special and discretionary federal, state, and local grants.

Conducts research, compiles data and prepares reports for consideration and presentation to management and outside agencies; ~~assists in the processing of marketing materials.~~

Provides analytical support for a variety of special projects.

Prepares and submits a variety of internal and external reports.

Evaluates operations and activities of assigned responsibilities; ~~recommends~~ Recommends improvements and modifications.

May assist with the routine troubleshooting and maintenance of desktop computers, servers, and backup of data; assists with the evaluation of new technology related hardware and software; coordinates with outside contractors as necessary.

Builds and maintains positive working relationships with co-workers, Authority contractors, and the public using principles of good customer service.

Performs related duties as assigned.

Specific Assignments - Finance:

Responsible for recording daily financial transactions; maintains and processes accounts receivable, accounts payable and financial records which includes preparing and processing invoices, payments, and resolving discrepancies; monitors cash flow; and prepares disbursements for management review and signature.

Assists in monthly financial activities such as processing bank reconciliations and payroll postings.

Assists in Human Resources activities such as employee onboarding, employee file maintenance, and creation of employee election forms.

Compiles financial and statistical data and assists in the reporting of data to agencies such as the US Department of Commerce/US Census Bureau, State Controller's Office, CalPERS, and State Fund.

Maintains routine financial records and administrative files.

Assists with annual fiscal audits and other periodic audits and reviews, providing data, documentation, and answering questions.

Specific Assignments – Operations:

Maintains schedules and reports to assist with annual, semi-annual, or triennial reporting including Stormwater, Safety Plan, Title VI, TAM Plan, etc.

Assists with annual, semi-annual and/or triennial audits by maintaining schedules and compiling operational information.

Collect, analyze, and report operational data on a monthly and annual basis to the National Transit Database (NTD).

Assists in ensuring contractor compliance; researches and resolves issues to ensure consistent service delivery; performs and distributes operational data collection, analysis, and reporting.

Assists with the design and analysis of transportation alternatives including service types, routes, and scheduling.

Provides support to managers with respect to the development of long and ~~short-short~~-range transit plans; assists in the development of recommendations on a variety of transit and regional planning matters.

Specific Assignments – Community Outreach

Assists in the development, coordination, preparation, and distribution of marketing materials including printed brochures, advertising campaigns, website content, and other outreach materials; participate in community outreach activities; ~~maintains agency website and social media pages.~~

Represents the Authority at community events. ~~Develops and conducts presentations to the community about services in person and remotely.~~

Maintains agency website and social media pages.

Develops methods to increase awareness, customer engagement and satisfaction, utilization of services and programs. Assists in the promotion of new services.

Distributes information and elicits public input about transit programs and performance. Develops strategies, communication, and marketing programs that respond to community interests and organizational goals.

Provides emergency communications regarding transit operations.

Employs a variety of measures and assessment tools to ensure effective marketing and public outreach efforts.

MINIMUM QUALIFICATIONS

Program Analyst I

Knowledge of:

Standard office administrative and clerical procedures and systems.

Principles and processes for providing customer service which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Principles of business letter writing.

Record keeping, report preparation, filing methods and records management techniques.

Principles and practices of organization and administration.

Research methods and procedures including statistical analysis.

English grammar, punctuation, spelling, and usage.

Technical report writing.

Modern office equipment and methods including use of computer applications.

Basic bookkeeping knowledge.

Website maintenance practices.

Methods of marketing and public relations.

Ability to:

Learn and understand the principles and practices of transit operations.

Learn applicable local, State and Federal laws, rules and regulations.

Prepare and present a variety of administrative and technical reports.

Research, analyze, and resolve technical issues.

Understand and carry out oral and written directions.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Use a variety of personal computer applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Learn to perform professional duties in the development, administration and implementation of transit programs.

Learn principles and practices of grant administration.

Examine and verify a wide variety of financial and operational documents and reports for accuracy and compliance.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

None required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning, communications, public relations, marketing, or a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

Program Analyst II

In addition to the knowledge and abilities of Program Analyst I:

Knowledge of:

Principles and practices of project organization and management.

Advanced data analysis methods.

Principles and practices of local and regional transit planning, monitoring, and reporting.

Principles and practices of marketing and community outreach.

Principles and practices of contract monitoring.

In-depth knowledge of marketing communication principles, practices, and techniques, with a solid understanding of consumer markets.

Strong overall oral and written communications skills.

Ability to:

Perform the duties required of Program Analyst I.

Independently perform professional duties in support of assigned program.

Identify, research and respond to questions from Authority staff, outside agencies, and the public.

Prepare and present technical reports, administrative reports, and correspondence.

Independently analyze situations and data and develop logical conclusions and sound recommendations.

Establish and maintain various data collection, record keeping, tracking, filing and reporting systems.

Provide technical and administrative support for a variety of special projects.

Independently prepare, maintain, and monitor accounts payable, accounts receivable, and cash flow.

Independently perform professional transit analysis and program management.

Research transit issues and develop sound recommendations and alternatives.

Respond to public comments and requests. Design and produce public communication and outreach materials.

Organize and direct public information, including website and social media platforms.

Evaluate marketing plans and processes to recommend process improvements.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of professional experience performing duties similar to that of a Program Analyst I with the Yuba-Sutter Transit Authority.

Demonstrated experience in accounting, operations, or community outreach/marketing

Training:

Equivalent to graduation with a Bachelor's degree from an accredited college or university with major coursework in public or business administration, urban, regional or transportation planning, communications, public relations, marketing, -or a related field.

License or Certificate

Possession, or ability to obtain, a valid California driver's license. Proof of adequate vehicle insurance and acceptable driving record may be required.

The Authority may conduct a background check on candidates prior to appointment that may include personal and professional reference checks, credit history checks, Social Security verifications, professional license/registration verification, military service information and driving history.